

**Office of the Clerk  
United States District Court  
Northern District of California**

**CJA Unit**  
450 Golden Gate Ave., 16<sup>th</sup> Floor  
San Francisco, CA 94102

**Pat Harris 415-522-2075**  
**Fax Line 415-522-4086**

**CJA Ex Parte Travel Request and Order  
Information**

**APPROVAL MUST BE OBTAINED PRIOR TO TRAVEL**

- Download and fill in the Travel Request and Order from the court's website [www.cand.uscourts.gov](http://www.cand.uscourts.gov) under the CJA/Travel Information/Travel Request & Order/Attorney tab.
- Contact National Travel (NT) at 1-800-445-0668, 24/7, to reserve your airline ticket at the government rate. National Travel will give you the cost that you should fill in on the Travel Request and Order form under Airline Fare. *If National Travel is not used to obtain your airline ticket, reimbursement is limited to the authorized government rate.*
- You can also obtain car rental reservations through National Travel. They will give you the cost to fill in on the Travel Request and Order form under Rental Car/Daily Rate.
- To obtain the per diem rate for a certain destination for daily lodging and meals, please visit the court's website [www.cand.uscourts.gov](http://www.cand.uscourts.gov) under CJA/Travel Information/Government Per Diem Rates. Click on the map for your travel destination. (If neither the city nor the county is listed on the per diem listing, it is considered a standard CONUS destination and the daily per diem rate will be \$99.00.) The per diem rate should be filled in on the Travel Request and Order form under Per Diem Rate for Destination along with the number of days.
- Complete the Travel Request and Order form with all other information and fax it to the CJA Unit for processing to obtain approval. Our fax number is (415)522-4086.

**OR**

E-mail the completed Travel Request and Order to [CJA@cand.uscourts.gov](mailto:CJA@cand.uscourts.gov)

This PDF form is best viewed with Acrobat 7. With the free Acrobat Reader you can view, search, fill in the interactive form. With the purchase of Acrobat 8 Standard or Professional, you can also save the file.

- Once the Travel Request and Order has been approved, the CJA Unit will e-mail the order and additional information to the CJA Attorney. The CJA Unit will also e-mail the approved order to National Travel. Once you receive the approved order, you should promptly contact National Travel to finalize your travel arrangements.
- For foreign travel rates, contact the CJA Unit for assistance.